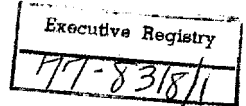


Administrative

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18 JUL 1977

MEMORANDUM FOR: Chairman, Executive Career Service
Acting Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Special Retirement Options

1. Attached is a recommendation that we offer the special retirement options from 15 July through 30 September 1977. You will see that in approving the recommendation, the Acting Deputy Director of Central Intelligence indicated that he plans to brief the Director concerning the specific proposals you submit. Please note that until the Director is briefed, no announcement concerning the offering of special retirement options should be made to employees.

2. We would appreciate receiving your proposals as soon as possible. It would also help us to have any projections you can make as to the number of your careerists who might opt for retirement within the specific limits of the proposals you submit.

3. Upon receipt of the specific proposals and projections, we will forward our analysis and recommendations to the Acting Deputy Director of Central Intelligence for his meeting with the Director. If you have any questions concerning this matter, please let us know.

/s/ F.W.M. Janney

F. W. M. Janney

Attachment

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